

**U.S. Department of Housing and Urban Development
Office of Public and Indian Housing**

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2000

**PHA Plan
Agency Identification**

PHA Name: HRA of Park Rapids - River Heights Apartments

PHA Number: MN043

PHA Fiscal Year Beginning: 01/01/00

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting:

Main Administrative Office
River Heights Apartments
500 Riverside Avenue
Park Rapids, Mn., 56470
(218) 732-4158
hrapr@unitelc.com

Display Locations for PHA Plans and Supporting Documents

Main Administrative Office
River Heights Apartments
500 Riverside Avenue
Park Rapids, Mn., 56470
(218) 732-4158
hra@unitelc.com

PHA Plan Supporting Documents are available for inspection at:

Main Administrative Office
River Heights Apartments
500 Riverside Avenue
Park Rapids, Mn., 56470

**Five Year Plan
PHA Fiscal Years 2000 - 2004**

A. Mission

The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

B. Goals

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

PHA Goal: Expand the supply of assisted housing

Objectives:

- Reduce public housing vacancies
- Leverage private or other public funds to create additional housing opportunities

PHA Goal: Improve the quality of assisted housing

Objectives:

- Improve public housing management (PHAS Score)
- Increase customer satisfaction
- Renovate or modernize public housing units

PHA Goal: Increase assisted housing choices

Objectives:

- Implement public housing or other home ownership programs

HUD Strategic Goal: Improve community quality of life and economic vitality

PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments

- Implement public housing security improvements
- Enhance fire and crime prevention education
- Employ management policies which reflect the Vulnerable Adult Law
- Implement measures to improve communication among tenants

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

PHA Goal: Promote self-sufficiency and asset development of assisted households
Objectives:

- Provide or attract supportive services to increase independence for the elderly or families with disabilities

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:

- Undertake affirmative measures to ensure access to assisted housing
- Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability

Annual PHA Plan
PHA Fiscal Year 2000

i. Annual Plan Type

Streamlined Plan/High Performing PHA (Fiscal Year 12/31/98)

ii. Executive Summary of Annual PHA Plan

This plan reflects many of the activities undertaken in 1999 and our expectation to expand and improve these efforts:

- continue to improve project management practices
- better define the roles and responsibilities of PHA staff
- better define roles and responsibilities of partners (County, City, Home Care, etc.)
- continue to involve tenants in CIAP and other projects
- better recognize and accommodate the needs of low-income, disabled, and elderly tenants

- continue to improve communications among the tenant population
- maintain income mixing
- reduce vacancy rates
- complete major renovation and modernization activities
- maintain a waiting list

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Annual Plan

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1. Statement of Housing Needs

A. Housing Needs of Families in the Jurisdiction by Family Type

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. *In the “Overall Needs” column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being “no impact” and 5 being “severe impact.” Use N/A to indicate that no information is available upon which the PHA can make this assessment.*

Average Median Income	Black	Overall Needs	0	3	Quality
< =30% of AMI Extremely Low Income	Hispanic	212	0	3	5
> 30% but < = 50% Very Low Income	Native American	220	0	3	3
> 50% but < 80% Low Income	Asian/Pacific Islander	137	0		3
> 80% Moderate Income		81			3
Elderly Families With Disabilities		120	Affordability Supply		3
		N/A	5		
White		N/A		3	

Accessibility Size	Location
5	Hubbard Cty
3	Hubbard Cty
3	Hubbard Cty
3	Hubbard Cty
3	Hubbard Cty
	Hubbard Cty
	Hubbard Cty
	Hubbard Cty
	Hubbard Cty
	Hubbard Cty
	Hubbard Cty
	Hubbard Cty

What sources of information did the PHA use to conduct this analysis? (All materials must be made available for public inspection.)

- U.S. Census data: The Comprehensive Housing Affordability Strategy (CHAS)

B. Housing Needs of Families on the Public Housing Tenant-Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. Complete one table for each type of PHA-wide waiting list administered by the PHA.

Housing Needs of Families on the Waiting List (Waiting List Type):

- Public Housing Community Wide
- At present, there is no waiting list

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Employ effective maintenance and management policies and services to improve customer satisfaction

Strategy 2. Increase the number of affordable housing units by:

- Leverage affordable housing resources in the community through the creation of mixed-finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance

Need: Specific Family Type: Families at or below 30% of Median

Strategy 1. Target available assistance to families at or below 30% of AMI

- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work

Need: Specific Family Types: Families at or below 50% of median

Strategy 1. Target available assistance to families at or below 50% of AMI

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work

Need: Specific Family Types: The Elderly

Strategy1. Target available assistance to the elderly:

- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Employ maintenance and management policies and services which enable frail elderly to live independently at home for as long as possible

Need: Specific Family Types: Families with Disabilities

Strategy 1. Target available assistance to Families with Disabilities:

- Seek designation of public housing for families with disabilities
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively work with local county and non-profit agencies that assist individuals and/or families with disabilities

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1. Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs

- Increase awareness of PHA resources among families of races and ethnicities with disproportionate housing needs
- Affirmatively work with local county and non-profit agencies that assist races/ethnicities shown to have disproportionate housing needs

Strategy 2. Conduct activities to affirmatively further fair housing

Other Housing Needs & Strategies:

(2) Reasons for Selecting Strategies

Identify factor that influenced the PHA's selection of the strategies:

- Funding constraints
- Extent to which particular housing needs are met by other organizations in the community
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Evidence of housing and service needs and trends identified by the Headwaters Regional Development Commission and Headwaters Area Agency on Aging relative to housing and service needs and trends
- Evidence of housing and service needs and trends identified by State of Minnesota, Board on Aging, Project 2030

2. Statement of Financial Resources

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan Year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use of those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services, or other.

Financial Resources: Planned Sources and Uses

Financial Resources	Projected \$/s	Planned Uses
Capital Improvement Assistance Program	\$90,469	Renovation/Modernization
Public Housing Dwelling Rental Income	\$144,000	Operations
Total Resources	234,469	

3. PHA Policies Governing Eligibility, Selection and Admissions

A. Public Housing

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing?

- Upon application for admission to public housing

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing?

- Criminal or Drug-related activity
- Rental History
- Housekeeping
- Independent Living Skills
- Personal and Financial References

c. Does the PHA request criminal records from local law enforcement agencies for screening purposes?

- No (not at present time)

d. Does the PHA request criminal records from State law enforcement agencies for screening purposes? No (not at present time)

e. Does the PHA access FBI criminal records from the FBI for screening purposes? No

(2) Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list?

- Community Wide waiting list

b. Where may interested persons apply for admission to public housing?

- PHA main administrative office

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection (3) Assignment

(3) Assignment:

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list?

- One

b. Is this policy consistent across all waiting list types?

- Community Wide waiting list for PHA

(4) Admissions Preferences

a. Income Targeting:

1) Does the PHA plan to exceed the federal targeting requirements by families, targeting more than 40% of all new admissions to public housing to at or below 30% of median area income?

- Yes, based on demographic information and projected increase in low income and frail elderly population

b. Transfer Policies:

1) In what circumstances will transfers take precedence over new admissions?

- Emergencies

- Medical Justification

- Administrative reasons determined by the PHA (e.g., to permit modernization)

c. Preferences:

1) Has the PHA established preferences for admission to public housing (other than date and time of application)? If “no” is selected, skip to subsection (5) Occupancy

- Yes

2) Which admission preferences does the PHA plan to employ in the coming year?

Former Federal Preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, etc)
- Victims of Domestic Violence
- Substandard Housing
- Homelessness (Coordination W/Corner Stone Project, Park Rapids, MN)
- High Rent Burden (Rent is > 50% of income)

Other Preferences:

- Working Families and those unable to work because of age or disability
- Veterans and Veterans' Families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Victims of reprisals or hate crimes

3) If the PHA will employ admissions preferences, please prioritize by place a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Former Federal Preferences:

- (1) Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, etc)
- (1) Victims of Domestic Violence
- (1) Substandard Housing
- (1) Homelessness (Coordination w/Corner Stone Project, Park Rapids, MN)
- (1) High Rent Burden (Rent is > 50% of income)

Other Preferences:

- (1) Elderly
- (1) Near Elderly
- (1) Medical Justification
- (1) Working Families and those unable to work because of age or disability
- (1) Veterans and Veterans' Families
- (1) Residents who live and/or work in the jurisdiction
- (1) Those enrolled currently in educational, training, or upward mobility programs
- (1) Households that contribute to meeting income goals (broad range of incomes)
- (1) Households that contribute to meeting income requirements (targeting)
- (1) Victims of reprisals or hate crimes

4. Relationship of preferences to income targeting requirements:

- Not Applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing?

- The PHA-Resident Lease
- The PHA's Admissions and Occupancy Policy

b. How often must residents notify the PHA of changes in family composition?

- At an annual re-examination and lease renewal
- Any time family composition changes
- At family request for revision

(6) Deconcentration and Income Mixing

a. Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

- No, Informal analysis indicates a need to maintain income mixing and encourage non-elderly tenants to participate in educational, training, or upward mobility programs which promote independence and employment

b. Did the PHA adopt any changes to its Admissions Policies based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing? No

c. If the answer to (b) was yes, what changes were adopted? (Not Applicable)

d. Did the PHA adopt any changes to other policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing? Yes

e. If the answer to (d) was yes, how would you describe these changes?

- Additional affirmative marketing

- Adoption or adjustment of ceiling rents

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families?

- River Heights Apartments

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families?

- River Heights Apartments (maintain existing communication with home care, county, etc.)

B. Section 8 (Not Applicable)

4. PHA Rent Determination Policies

A. Public Housing

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies:

The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). If selected, skip to sub-component

b. Minimum Rent (Not Applicable)

2. Has the PHA adopted any discretionary minimum rent hardship exemption policies?

- No

3. If yes to question 2, list these policies (Not Applicable)

c. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ?

- Heads of Households

- Non-Reimbursed Medical Expenses of non-disabled or non-elderly families

d. Ceiling Rents:

1. Do you have ceiling rents? Yes (New Policy)
2. For which kinds of developments are ceiling rents in place?
 - For all developments (At Present)
3. Describe how you arrive at ceiling rents?
 - The “rental value” of the unit (At Present)

e. Rent Re-Determinations:

1. Between income re-examinations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent?
 - Any time the family experiences an income increase
- f. Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year? No

(2) Flat Rents

In setting the market-based flat rents, what sources of information did the PHA use to establish comparability?

- Informal survey of similar unassisted units in the neighborhood w/o comparable support services

B. Section 8 Tenant-Based Assistance (Not Applicable)

5. Operations and Management (< 250 units)

6. PHA Grievance Procedures

A. Public Housing

1. Has the PHA established any written grievance procedures in addition to federal

requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

- No

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process?

- PHA main administrative office

B. Section 8 Tenant-Based Assistance (Not Applicable)

7. Capital Improvement Needs

A. Capital Fund Activities

(1) Capital Fund Program Annual Statement

(2) Optional 5-Year Action Plan

5 Year Capital Improvement Plan PHA Plans - MN043			
Improvement Need	\$ Source	Fiscal Year	Cost Projection
Window Replacement/Modernization Project Phase I Window Replacement Ramp Bldg Entrances Exterior Doors	CIAP	2000	90,469
Window Replacement/Modernization Project Phase II Window Replacement Heat System Valves & Thermostats	CIAP	2001	90,469
Window Replacement/Modernization Project Phase III Window Replacement Compliance With Act For Disabled Americans Public Rest Rooms Phase II Apt Renovations	CIAP	2002	90,469

Apt Kitchen Modernization Phase I	CIAP	2003	90,469
Apt Kitchen Modernization Phase II	CIAP	2004	90,469

B. HOPE VI and Public Housing Development and Replacement Activities

- a) Has the PHA received a HOPE VI revitalization grant? No
- b) Not Applicable
- c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year? No
- d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year? No
- e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement? No

8. Demolition and Disposition

- 1. Does the PHA plan to conduct any demolition or disposition activities in the plan Fiscal Year? No

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

- 1. Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families only by families with disabilities, or by elderly families and families with disabilities or will apply

for designation for occupancy by only elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? No

10. Conversions of Public Housing to Tenant-Based Assistance

1. Have any of the PHA's developments or portions of the developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? No

11. Home Ownership Programs Administered by the PHA

A. Public Housing

1. Does the PHA administer any home ownership programs administered by the PHA under an approved section 5(h) home ownership program, or an approved HOPE I program, or has the PHA applied or plan to apply to administer any home ownership programs under section 5(h) or HOPE I program, or section 32 of the U.S. Housing Act of 1937? No

B. Section 8 Tenant Based Assistance

1. Does the PHA plan to administer a Section 8 Home Ownership program pursuant to Section 8(y) of the U.S.H.A. of 1937? No

12. PHA Community Service and Self-Sufficiency Programs (Not Required)

13. PHA Safety and Crime Prevention Measures (REAC)

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents

- Tenants have lost or misplaced keys. PHA does not have a security entry system, but installed a second telephone line (1999) which enables telephone access in the main entry and elevator. Main entry to building is locked after 10 p.m. daily.

- Elderly tenants have expressed concern for safety ... primarily due to non-elderly tenants admitted to public housing

- Continue efforts to improve communication among tenants

- Car thefts in area are a problem. PHA enhanced parking lot lighting. PHA also began

working with the Park Rapids Police Department (1999) and enlisted tenants in the “Watch Your Car” program

- Policy needed to obtain criminal history information via local law enforcement

2. What information or data did the PHA use to determine the need for PHA actions to improve the safety of residents?

- Resident reports
- PHA employee reports
- REAC survey results

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake:

- Crime Prevention Through Environmental Design

2 Which developments are most affected?

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities:

- “Watch Your Car” program

D. Additional information as required by PHDEP/PHDEP Plan (Not Applicable)

14. Pet Policy - Attachment MN043V02A

15. Civil Rights Certification - MN043V02D

16. Fiscal Audit - MN043V02B

1. Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)? Yes

2. Was the most recent fiscal audit submitted to HUD? Yes

3. Were there any findings as the result of that audit? Yes

4. If there were any findings, do any remain unresolved? No
5. Have responses to any unresolved findings been submitted to HUD? (Not Applicable)

17. PHA Asset Management (Not Required)

18. Resident Advisory Board Recommendations

1. Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board?

- Yes

2. If yes, the comments are:

- Monitor or restrict public (non-resident) access and use of building space
 - Employ policies which ensure equal access and use of common areas
 - Develop and implement revised Pet Policy
 - Adopt rent policies which support income mixing
 - Adopt rent policies which support and encourage employment and training of non-elderly tenant population
 - Tenant surveys were used for prioritization of planned capital improvements
3. In what manner did the PHA address those comments?

- Initiated ceiling rent policy (ongoing review of ceiling rent policy)
- Revised and implemented Pet Policy

B. Description of Election process for Residents on the PHA Board

Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? If yes, skip to sub-component C.

- Yes

C. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction

1. Consolidated Plan Jurisdiction: **Minnesota Housing Finance Agency**

2. The PHA has taken the following steps to ensure consistency of the PHA Plan with the Consolidated Plan for the jurisdiction:

- The PHA has based it's statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan

3.

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions actions and commitments:

- The PHA Plan was approved by the Minnesota Housing Finance Agency 04/12/00

Comprehensive Grant Program Housing and Redevelopment Authority of Park Rapids Part I. Summary		
MN043	Comprehensive Grant Number: MN46P04350100	FFY 2000
Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	90,469
11	1465.1 Dwelling Equipment (Non Expendable)	
12	1470 Non-Dwelling Structures	
13	1475 Non-Dwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving To Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used For Development	
19	1502 Contingency (May Not Exceed 8% Of Line 20)	
20	Amount of Annual Grant (Sum of Lines 2-19)	90,469
21	Amount of Line 20 Related to LBP Activities	
22	Amount of Line 20 Related to Section 504 Compliance	

23	Amount of Line 20 Related to Security	90,469
24	Amount of Line 20 Related to Energy Conservation Measures	90,469

Comprehensive Grant Program Housing and Redevelopment Authority of Park Rapids Part II. Supporting Pages		
MN043	Comprehensive Grant Number: MN46P04350100	FFY 2000
General Description of Major Work Categories		Total Estimated Cost
Window Replacement/Modernization		90,469

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Housing and Redevelopment Authority of Park Rapids
MN043V02G
List Of Supporting Documents Available For Review

1. PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations
2. Minnesota Housing Finance Agency Certification of Consistency with the Consolidated Plan
3. Consolidated Plan for the jurisdiction/s in which the PHA is located
4. Most recent board-approved operating budget for the PHA
5. Public Housing Admissions and Occupancy Policy
6. Public Housing rent determination policies, including the methodology for setting public Housing flat rents
7. Public Housing grievance procedures
8. The HUD approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year
9. Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant
10. Most recent fiscal year audit of the PHA
11. Fair Housing Documentation
12. Schedule of Flat Rents
13. Public Housing Management and Maintenance Policy Documents, including policies for the

prevention or eradication of pest infestation (including cockroach infestation)